



Australian Government



Workplace
Gender Equality
Agency

2021 - 22 Compliance Program

Submitted by:

**The University Of Notre Dame Australia
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#Workplace overview

Policies and strategies

1: Do you have a formal policy and/or formal strategy in place that specifically supports gender equality in the following areas?

...Recruitment	Yes(<i>Select all that apply</i>)
...Yes	Policy
...Retention	No(<i>Select all that apply</i>)
...No	Insufficient resources/expertise Not a priority Other (please provide)
...Other (please provide)	Please see comments at end of section
...Performance management processes	Yes(<i>Select all that apply</i>)
...Yes	Policy
...Promotions	Yes(<i>Select all that apply</i>)
...Yes	Policy
...Talent identification/identification of high potentials	No(<i>Select all that apply</i>)
...No	Other (please provide)
...Other (please provide)	The Talent Mapping process is part of our Performance Development Strategy which is awaiting approval
...Succession planning	No(<i>Select all that apply</i>)
...No	Other (please provide)
...Other (please provide)	The Succession Planning process is part of our Performance Development Strategy which is awaiting approval
...Training and development	Yes(<i>Select all that apply</i>)
...Yes	Policy
...Key performance indicators for managers relating to gender equality	No(<i>Select all that apply</i>)
...No	Not a priority Insufficient resources/expertise

2: Do you have formal policy and/or formal strategy in place that support gender equality overall?

No(*Select all that apply*)

...No	Insufficient resources/expertise Not a priority
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3: Does your organisation have any of the following targets to address gender equality in your workplace?

...Other

None of the above

4: If your organisation would like to provide additional information relating to your gender equality policies and strategies, please do so below.

Over the past 12 months the University has taken a number of steps to progress gender equality in its workforce. This has included developing a Flexible work policy (at consultation stage), developing a Parental Leave procedure (final draft complete), amending our Leave Policy (final draft complete), introducing Sexual Harassment and Assault online training and significantly improving data integrity (and analytic capability). We recognise there is still more work to do, which is why in March 2022 we employed an 'Inclusion and Engagement Advisor'. This is the first time our University has had a resource with deep expertise dedicated to driving strategic inclusion and diversity initiatives for our workforce. Over the next 12 months we therefore intend to set an ambitious strategy to further accelerate change at the University to allow for improved workplace gender equality.

Governing bodies

The University Of Notre Dame Australia

1: Does this organisation have a governing body?	Yes(Provide further details on the governing body(ies) and its composition)
1.1: What is the name of your governing body?	The University Of Notre Dame Australia Board of Directors
1.2: What type of governing body does this organisation have?	Board of directors
1.3: How many members are on the governing body and who holds the predominant Chair position?	
...Chairs	
...Female	0
...Male	1
...Non-binary	0
...Members	
...Female	2
...Male	7
...Non-binary	0
1.4: Do you have a formal selection policy and/or formal selection strategy for this organisation's governing body members?	Yes(Select all that apply)
	Policy
1.5: Has a target been set to increase the representation of women on this governing body?	No(Select all that apply)
	Other (provide details)

	See comments below
1.6: Do you have a formal policy and/or formal strategy in place on the gender composition of your governing body?	No
	Other (provide details)
	See comments below
1.1.a.3: How many members are on the governing body and who holds the predominant Chair position?	

2: If your organisation would like to provide additional information relating to governing bodies and gender equality in your workplace, do so below.

The University's establishment legislation, The University of Notre Dame Australia Act 1989, provides that the Board of Directors is the governing body. Strategies are in place to identify an additional Director, preferably female, with Higher Education expertise. Also, two of the four Board sub-committees are chaired by female Directors and the University Secretary, also female, attends all meetings. The Board of Directors has discussed gender diversity and is committed to work to improving its gender balance in line with the University's broad commitment to gender equality in the workplace. Also, during 2022, there are plans to recruit an additional female member to two of the Board's four sub-committees.

The University's legislation also provides for:

- (1) A Board of Trustees who are custodians of the University's Objects, and responsible for appointment of Directors. An additional female appointment to the Board of Trustees was made in November 2021.*
- (2) A Board of Governors, who plays an advisory role to Directors. Appointments to key governance committees, including the Board of Directors, are drawn from the Board of Governors. One additional female Governor has been appointed from 1 January 2022.*

#Action on gender equality

Gender pay gaps

1: Do you have a formal policy and/or formal strategy on remuneration generally?

No(Select all that apply)

...No

Salaries set by awards/industrial or workplace agreements
Non-award employees paid market rate

2: What was the snapshot date used for your Workplace Profile?

31-Mar-2022

3: Does your organisation publish its organisation-wide gender pay gap?

No

4: Do you give WGEA permission to publicly publish your organisation-wide gender pay gap?

Yes

5: If your organisation would like to provide additional information relating to gender pay gaps in your workplace, please do so below.

Employer action on pay equity

1: Have you analysed your payroll to determine if there are any remuneration gaps between women and men (e.g. conducted a gender pay gap analysis)?

No(Select all that apply)

...No

Salaries for SOME employees (including managers) are set by awards or industrial agreements and there is NO room for discretion in pay changes (for example because pay increases occur only when there is a change in tenure or qualifications)
Non-award employees paid market rate

2: For organisations with partnership structures: Have you undertaken a gender remuneration gap analysis ('gender pay gap analysis') in the current reporting period to determine if there are any remuneration gaps between women partners and men partners in your organisation?

No

3: If your organisation would like to provide additional information relating to employer action on pay equity in your workplace, please do so below.

Employee consultation

1: Have you consulted with employees on issues concerning gender equality in your workplace during the reporting period?

No(Select all that apply)

...No

Insufficient resources/expertise

2: Do you have a formal policy and/or formal strategy in place on consulting employees about gender equality?

No

...No

Insufficient resources/expertise
Not a priority

3: On what date did your organisation share your previous year's public reports with employees?

6-Jul-2021

4: Does your organisation have shareholders?

No

5: Have you shared previous Executive Summary and Benchmark reports with the governing body?

No

6: If your organisation would like to provide additional information relating to employee consultation on gender equality in your workplace, please do so below.

#Flexible work

Flexible working

1: Do you have a formal policy and/or formal strategy on flexible working arrangements?

No(*Select all that apply*)

...No

Currently under development(*Select the estimated completion date.*)

...Currently under development

30-Jun-2022

2: Do you offer any of the following flexible working options to MANAGERS in your workplace?

...Flexible hours of work

Yes(*Select one option only*)

...Yes

SAME options for women and men(*Select all that apply*)

...SAME options for women and men

Formal options are available

...Compressed working weeks

Yes(*Select one option only*)

...Yes

SAME options for women and men(*Select all that apply*)

...SAME options for women and men

Informal options are available

...Time-in-lieu

Yes(*Select one option only*)

...Yes

SAME options for women and men(*Select all that apply*)

...SAME options for women and men

Formal options are available

...Telecommuting (e.g. working from home)

Yes(*Select one option only*)

...Yes

SAME options for women and men(*Select all that apply*)

...SAME options for women and men

Informal options are available

...Part-time work

Yes(*Select one option only*)

...Yes

SAME options for women and men(*Select all that apply*)

...SAME options for women and men

Formal options are available

...Job sharing

Yes(*Select one option only*)

...Yes

SAME options for women and men(*Select all that apply*)

...SAME options for women and men

Informal options are available

...Carer's leave

Yes(*Select one option only*)

...Yes

SAME options for women and men(*Select all that apply*)

...SAME options for women and men

Formal options are available

No(*You may specify why the above option is not*)

...Purchased leave	<i>available to your employees.)</i>
...No	Not a priority
...Unpaid leave	Yes(<i>Select one option only</i>)
...Yes	SAME options for women and men(<i>Select all that apply</i>)
...SAME options for women and men	Formal options are available

3: Are your flexible working arrangement options for NON-MANAGERS the same as the options for managers above?

Yes

4: Has your organisation implemented an 'all roles flex' approach to flexible work?

No

5: Did you see an increase, overall, in the approval of FORMAL flexible working arrangements for your workforce during the 2021-22 reporting period?

Don't know / Not applicable

6: If your workplace includes hybrid teams (i.e. some employees in a team work remotely while other employees in a team work at the organisation's usual workplace), have any of the following measures been utilised to ensure the fair treatment of all employees regardless of work location?

Other(*Provide details*)

Training for managers on how to work with flexible and remote/hybrid teams

...Other

Most meetings are held virtually to cater for employees that may be working remotely. In addition to this we have shared resources to support our Leaders in managing remote teams and our 'Leading Team Success' online training program includes a module on managing remote/ hybrid teams.

7: If your organisation would like to provide additional information relating to flexible working and gender equality in your workplace, including specific changes due to the impact of the COVID-19 pandemic on your workplace, please do so below.

The Covid-19 pandemic had a significant impact on our workplace. Flexible work became the norm and a necessity for many over a period of time, challenging preconceived views on what is possible when working remotely.

#Employee support

Paid parental leave

1: Do you provide employer funded paid parental leave regardless of carer's status (i.e. primary/secondary) in addition to any government funded parental leave scheme?

Yes, we offer employer funded parental leave (using the primary/secondary carer definition)

1.1: Do you provide employer funded paid parental leave for primary carers in addition to any government funded parental leave scheme?	Yes(<i>Please indicate how employer funded paid parental leave is provided to the primary carers.</i>)
1.1.a: Please indicate whether your employer-funded paid parental leave for primary carers is available to:	All, regardless of gender
1.1.b: Please indicate whether your employer-funded paid parental leave for primary carers covers:	Birth Adoption
1.1.c: How do you pay employer funded paid parental leave to primary carers?	Paying the employee's full salary
1.1.d: Do you pay superannuation contribution to your primary carers while they are on parental leave?	Yes, on employer funded parental leave
1.1.e: How many weeks (minimum) of employer funded paid parental leave for primary carers is provided?	26
1.1.f: What proportion of your total workforce has access to employer funded paid parental leave for primary carers, including casuals?	41-50%
1.1.g: Do you require primary carers to work for the organisation for a certain amount of time (a qualifying period) before they can access employer funded parental leave?	Yes
1.1.g.1: How long is the qualifying period?	12
1.1.h: Do you require primary carers to take employer funded paid parental leave within a certain time period after the birth, adoption, surrogacy and/or stillbirth?	No
1.2: Do you provide employer funded paid parental leave for secondary carers in addition to any government funded parental leave scheme?	Yes(<i>Please indicate how employer funded paid parental leave is provided to the secondary carers.</i>)

1.2.a: Please indicate whether your employer-funded paid parental leave for secondary carers is available to:	All, regardless of gender
1.2.b: Please indicate whether your employer-funded paid parental leave for secondary carers covers:	Birth Adoption
1.2.c: How do you pay employer funded paid parental leave to secondary carers?	Paying the employee's full salary
1.2.d: Do you pay superannuation contribution to your secondary carers while they are on parental leave?	Yes, on employer funded parental leave
1.2.e: How many weeks (minimum) of employer funded paid parental leave for secondary carers is provided?	2
1.2.f: What proportion of your total workforce has access to employer funded paid parental leave for secondary carers, including casuals?	40-50%
1.2.g: Do you require secondary carers to work for the organisation for a certain amount of time (a qualifying period) before they can access employer funded parental leave?	Yes
1.2.g.1: How long is the qualifying period?	12
1.2.h: Do you require secondary carers to take employer funded paid parental leave within a certain time period after the birth, adoption, surrogacy and/or stillbirth?	No

2: If your organisation would like to provide additional information relating to paid parental leave and gender equality in your workplace, please do so below.

Support for carers

1: Do you have a formal policy and/or formal strategy to support employees with family or caring responsibilities?

Yes(Select all that apply)

...Yes

Policy

2: Do you offer any of the following support mechanisms for employees with family or caring responsibilities?

...Employer subsidised childcare

No(You may specify why the above support mechanism is not available to your employees.)

...No

Insufficient resources/expertise
Not aware of the need

...On-site childcare

No(You may specify why the above support mechanism is not available to your employees.)

...No

Insufficient resources/expertise

...Breastfeeding facilities	Yes(<i>Please indicate the availability of this support mechanism.</i>)
...Yes	Available at SOME worksites
...Childcare referral services	No(<i>You may specify why the above support mechanism is not available to your employees.</i>)
...No	Insufficient resources/expertise
...Internal support networks for parents	No(<i>You may specify why the above support mechanism is not available to your employees.</i>)
...No	Insufficient resources/expertise
...Return to work bonus (only select if this bonus is not the balance of paid parental leave)	No(<i>You may specify why the above support mechanism is not available to your employees.</i>)
...No	Insufficient resources/expertise
...Information packs for new parents and/or those with elder care responsibilities	No(<i>You may specify why the above support mechanism is not available to your employees.</i>)
...No	Not a priority
...Referral services to support employees with family and/or caring responsibilities	Yes(<i>Please indicate the availability of this support mechanism.</i>)
...Yes	Available at ALL worksites
...Targeted communication mechanisms (e.g. intranet/forums)	Yes(<i>Please indicate the availability of this support mechanism.</i>)
...Yes	Available at ALL worksites
...Support in securing school holiday care	No(<i>You may specify why the above support mechanism is not available to your employees.</i>)
...No	Not a priority
...Coaching for employees on returning to work from paid parental leave	No(<i>You may specify why the above support mechanism is not available to your employees.</i>)
...No	Not a priority
...Parenting workshops targeting mothers	No(<i>You may specify why the above support mechanism is not available to your employees.</i>)
...No	Not a priority
...Parenting workshops targeting fathers	No(<i>You may specify why the above support mechanism is not available to your employees.</i>)
...No	Not a priority
...Other (provide details)	No

3: If your organisation would like to provide additional information relating to support for carers in your workplace, please do so below.

Sex-based harassment and discrimination

1: Do you have a formal policy and/or formal strategy on sex-based harassment and discrimination prevention?

Yes(*Select all that apply*)

...Yes

Policy

1.1: Do you provide a grievance process in any sex-based harassment and discrimination prevention formal policy and/or formal strategy?	Yes
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2: Do you provide training on sex-based harassment and discrimination prevention to the following groups?

...All managers	Yes(<i>Please indicate how often is this training provided (select all that apply):</i>)
...Yes	Other (provide details)
...Other (provide details)	In April 2022 all employees were asked to complete an online Sexual Assault and Sexual Harassment training module. The intention is for this training to be included at induction when we introduce an induction training program at the University.
...All employees	Yes(<i>Please indicate how often is this training provided (select all that apply):</i>)
...Yes	Other (provide details)
...Other (provide details)	In April 2022 all employees were asked to complete an online Sexual Assault and Sexual Harassment training module. The intention is for this training to be included at induction when we introduce an induction training program at the University.

3: If your organisation would like to provide additional information relating to sex-based harassment and discrimination, please do so below.

The University will soon begin developing an induction training program, training related to sex-based harassment and discrimination will form part of this.

Family or domestic violence

1: Do you have a formal policy and/or formal strategy to support employees who are experiencing family or domestic violence?

Yes(<i>Select all that apply</i>)	
...Yes	Policy

2: Other than a formal policy and/or formal strategy, do you have the following support mechanisms in place to support employees who are experiencing family or domestic violence?

...Employee assistance program (including access to psychologist, chaplain or counsellor)	Yes
...Training of key personnel	Yes
...A domestic violence clause is in an enterprise agreement or workplace agreement	Yes
...Workplace safety planning	No(<i>Select all that apply</i>)

...No	Currently under development(<i>Select the estimated completion date.</i>)
...Currently under development	31-Dec-2022
...Access to paid domestic violence leave (contained in an enterprise/workplace agreement)	Yes(<i>Is the leave period unlimited?</i>)
...Yes	Yes
...Access to unpaid domestic violence leave (contained in an enterprise/workplace agreement)	No(<i>Select all that apply</i>)
...No	Other (provide details)
...Other (provide details)	Number of days not specified however unpaid leave would be granted on a case by case basis
...Access to paid domestic violence leave (not contained in an enterprise/workplace agreement)	Yes(<i>Is the leave period unlimited?</i>)
...Yes	No
: How many days of paid domestic violence leave (not contained in an enterprise/workplace agreement) are provided?	10
...Access to unpaid leave	No(<i>Select all that apply</i>)
...No	Other (provide details)
...Other (provide details)	Not specified however unpaid leave would be granted on a case by case basis
...Confidentiality of matters disclosed	Yes
...Referral of employees to appropriate domestic violence support services for expert advice	Yes
...Protection from any adverse action or discrimination based on the disclosure of domestic violence	No(<i>Select all that apply</i>)
...No	Insufficient resources/expertise
...Other (provide details)	
...Flexible working arrangements	Yes
...Provision of financial support (e.g. advance bonus payment or advanced pay)	No(<i>Select all that apply</i>)
...No	Insufficient resources/expertise
...Offer change of office location	Yes
...Emergency accommodation assistance	No(<i>Select all that apply</i>)
...No	Insufficient resources/expertise
...Access to medical services (e.g. doctor or nurse)	No(<i>Select all that apply</i>)

...No	Insufficient resources/expertise
...Other (provide details)	No

3: If your organisation would like to provide additional information relating to family and domestic violence affecting your workplace, please do so below.

The University provides support to victims of family and domestic violence on a case by case basis, with each case requiring a different level of support.

#Diversity and inclusion

Voluntary section

1: Do you have a formal policy and/or formal strategy on diversity and inclusion in your organisation?

No

2: Do you collect data on whether employees identify as Aboriginal and/or Torres Strait Islander?

Yes

...If this data can be shared and is not confidential, please complete the below table:

...Aboriginal and/or Torres Strait Islander Managers .. Male

1

...Aboriginal and/or Torres Strait Islander Non-managers .. Female

21

...Aboriginal and/or Torres Strait Islander Non-managers .. Male

2

3: Do you currently collect data on any of the following dimensions of employees' identities?

Gender identity